



Oregon

Theodore R. Kulongoski, Governor

Department of State Police

Oregon Emergency Management

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October 26, 2004

City of Elgin
Dan Breshears
P O Box 128
Elgin, OR 97827

RE: FEMA-DR-1510-OR
PA NO: 061-22550

Dear Mr. Breshears:

Oregon Emergency Management and the Federal Emergency Management Agency have reviewed your agency's claim incurred as a result of the December 2003/January 2004 disaster. All payments have been made. OEM does not expect to take any future action on your project(s).

The Statutory Administrative Allowance provided to subgrantees may be used for costs incurred requesting, obtaining and administering the Federal subgrant.

Although not required for reimbursement, regulations require grantees and subgrantees retain accounting records, which adequately identify the source and application of funds provided for all federally assisted activities. Accounting records must be supported by source documentation such as cancelled checks, paid bills, payrolls, time and attendance records, travel vouchers, etc.

Statutory Administrative Allowances can be used only for purposes prescribed within the regulations. Any unused administrative allowance must be returned to the Disaster Relief Fund through a final de-obligation of federally authorized funds prepared by FEMA program staff. Additionally, any portion of administrative costs unsupported by appropriate source documentation may be determined ineligible under audit and subject to potential recoupment by FEMA.

Federal law requires that you retain project files and related records for three years from the date of final payment to facilitate the federal audit requirement under the Single Audit Act.

If you have any questions, please contact me at (503) 378-2911 Ext. 22242.

Sincerely,

Stan Prihar
Grants Coordinator

